

3 AUG 1970

MEMORANDUM FOR: Chairman, Records Management Board

SUBJECT : Agency Microform Planning

1. In response to your memorandum of 30 June 1970 concerning the above subject, attached are the comments of Mr. [REDACTED] relative 25X1A to the documents which you furnished him.

2. While the attached constitutes the "technical assistance and informal comment" which you requested, and is in consonance with his role as a technical advisor to the Records Management Board, you may accept his remarks as the general position of this Division relative to the initiation of an Agency-wide program to reduce our dependence upon paper in the generation, use, and retention of record material. In my opinion, we are at a stage where we must determine how records are to be miniaturized, not whether they should be miniaturized. It seems to me that a program such as that suggested by Mr. [REDACTED] whereby 25X1A the various Agency components assume responsibility for proceeding with the microfilming of material being generated for inactive files with the objective that little, if any, nonminiaturized material will be sent to [REDACTED] storage after a 3-year period, has considerable merit and I encourage the Records Management Board to give it most serious consideration.

3. As we have discussed previously, I feel that you, as the Chairman of the Agency Records Management Board, must continue to provide leadership for the Agency in this very important area. While I do not see a necessity for firm, centralized control and standardization for the sake of standardization, the development of policies and programs and the coordination of systems development are within your purview. It is urgent that we establish a sense of direction with the least possible further delay.

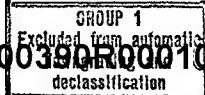
25X1A

4. You may be sure that PSD will assist the Board to the extent that our technical expertise and facilities permit.

Chief

Printing Services Division, OL

Att



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INTERNAL
USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Microform Planning

FROM:

Chief, Printing Services Division, OL
158 Printing Services Building

EXTENSION

NO.

4111

3 AUG 1970

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1. Chmn., Records Management Board 4 AUG 1970

RECEIVED

FORWARDED

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